



Administrative Policies and Procedures: 30.2

Subject:	Purchasing
Authority:	TCA 37-5-106; 4-3-1103
Standards:	COA: FIN 4.03
Application:	To All Department of Children's Services Employees

Policy Statement:

The Department of Children's Services shall utilize the *Department of General Services' Purchasing Division* for all procurement activities.

Purpose:

To ensure compliance with the rules and regulations promulgated by the Department of General Services, as set forth in the **Department of General Services' Purchasing Division, Agency Purchasing Procedures Manual**.

Procedures:

A. Appointment of Procurement Officer(s) and Procurement Contact Staff	<ol style="list-style-type: none">1. The Division of Facilities Management and Support Services will designate a Procurement Officer(s). The designated Procurement Officer(s) will:<ol style="list-style-type: none">a) Serve as the liaison for all divisions of the Department of Children's Services.b) Perform all procurement functions for Central Office.2. Each Regional Administrator, Youth Development Center Superintendent and DCS Group Home Director will appoint a person to coordinate requests for supplies and services.3. Central Office Directors will appoint a staff person in their unit to coordinate requests for supplies and service their division through DCS Support Services and will provide DCS Support Services with the name of the employee.
B. Tennessee Online Purchasing System (TOPS)	<ol style="list-style-type: none">1. TOPS Security<ol style="list-style-type: none">a) TOPS security requires the assignment of ID numbers to individuals whose job duties require access to the system.b) TOPS functions are: <i>Procurement, Receiving, Invoicing/Payment</i>, and, <i>Approval</i>. The same person will not perform all functions, and access to TOPS will be approved by the Department's Fiscal Director to maintain an adequate internal control structure.

	<p>c) Each Regional Administrator, Youth Development Center Superintendent, DCS Group Home Director and Central Office Director will submit to the Director of DCS Facilities and Support Services the name, social security number, and functions to be performed by individuals for their areas. DCS Support Services will submit an authorization form for assignment of TOPS IDs to General Services Purchasing. TOPS IDs are confidential and should not be shared with other individuals.</p> <ul style="list-style-type: none"> ◆ Youth Development Centers will have access to place orders. ◆ DCS Group Homes will have Inquiry access only. <p>d) Each Regional Administrator, Youth Development Center Superintendent, DCS Group Home Director and Central Office Director will notify the Director of DCS Facilities and Support Services of any changes (additions, deletions, changes in function, etc.)</p> <p>2. DCS Support Services Procurement Officer(s) will:</p> <p>a) Utilize TOPS for all purchases requiring a Purchase Order.</p> <p>b) Enter required information on the RNTE and ONTE Screens in TOPS pertaining to all purchases. Information entered will include:</p> <ul style="list-style-type: none"> ◆ Justification of the purchase, ◆ Name and phone number of the employee requesting the item <p>c) Enter required information on the OBID and the ONTE Screens in TOPS pertaining to all requests for purchase. Emergency purchase requests will be routed via TOPS to Central Office Support Services and the Department of General Services Purchasing Division for approvals.</p> <p>d) Initiate procurement documents.</p> <p>e) Process requests for supplies and services requiring TOPS processing received from Regional/Field Offices, DCS Group Homes and Central Office.</p> <p>3. Youth Development Centers will be responsible for ordering items needed for their facilities within budgetary limitations and pursuant to the approval of designated TOPS approvers.</p> <p>4. Field Offices will submit their requests for items to be purchased through TOPS to their Regional office; the Regional office will approve the requests and process the request through DCS Support Services.</p> <p>5. Regional Offices, DCS Group Homes and Central Office will submit requests for items, with the appropriate approval, to DCS Support Services.</p>
<p>C. Procurement from other State and Federal Agencies</p>	<p>All locations are required to purchase from other State and Federal Agencies whenever items are of satisfactory quality, reasonably priced and available. Agencies include, but are not limited to:</p> <p>1. Department of General Services Central Stores Warehouse;</p>

	<p>2. Federal Surplus Property;</p> <p>3. Tennessee Rehabilitative initiative in Correction (TRICOR); and</p> <p>4. Tennessee Services for the Blind and Visually Impaired.</p>
<p>D. Request Procedures</p>	<p>1. Request for Office Supplies</p> <p>a) Form CS-0249, Procurement Request, must be completed when requesting office supplies or services and submitted to the appropriate purchasing division/section for the procurement of items. The form must have:</p> <ul style="list-style-type: none"> ◆ The appropriate authorizing approvals ◆ A description of the item or service requested ◆ The correct allotment code and cost center <p>b) Copier paper and archive boxes must be ordered from Central Stores.</p> <p>c) Central Stores:</p> <ul style="list-style-type: none"> ◆ Each Regional Office, Youth Development Center and DCS Group Home, shall order authorized supplies directly from the <i>Department of General Services Central Stores</i> through the statewide-computerized ordering service, FIMS, accessed through the State's 3270 mainframe. (http://www.state.tn.us/generalserv/centralstores/) ◆ The DCS Office of Information Technology will be responsible for ordering <u>telecommunication</u> equipment. Other DCS offices <u>will not</u> order Telecommunication equipment. See DCS Policy 7.16, Telecommunication Services. <p>2. Direct purchases from agency contract:</p> <ul style="list-style-type: none"> ◆ Form CS-0249, Procurement Request, must be completed and submitted to the appropriate purchasing section for the procurement of supplies and services purchased through TOPS. The form must have the appropriate approval, need defined and a description of the item or service requested. <p>3. Delegated purchases from bids:</p> <p>Form CS-0249, Procurement Request, must be completed and submitted to the appropriate purchasing section for the procurement of supplies and services purchased through TOPS. The form must have the appropriate approval, need defined and a description of the item or service requested.</p> <p>4. Extraordinary purchases:</p> <p>a) <u>Local Purchases –Written Justification is required</u> –this method should only be utilized in extraordinary circumstances arising as a non-routine, unplanned business requirement.</p> <p>b) <u>Emergency Purchases – Written justification is required</u>. To the extent possible, DCS Support Services and Department of General Services</p>

	<p>requires prior approval.</p> <ul style="list-style-type: none"> ◆ Form CS-0249, Procurement Request, must be completed and submitted to the appropriate purchasing section for the procurement of supplies and services purchased through TOPS. The form must have the appropriate approval, need defined and a description of the item or service requested. A written justification is required when the item or service is not purchased from Central Stores. <p>c) <u>Agency Purchase Orders</u></p> <p>Form CS-0249, Procurement Request, must be completed and submitted to the appropriate purchasing section for the procurement of supplies and services purchased through TOPS. The form must have the appropriate approval, need defined and a description of the item or service requested. A written justification is required when the item or service is not purchased from Central Stores.</p>
E. Approval of Procurement Requests	<p>Each Regional Administrator, Youth Development Center Superintendent, DCS Group Home Director and Central Office Director may approve requests for day to day supplies and services for their areas of supervision, and will adhere to the following guidelines:</p> <ol style="list-style-type: none"> 1. Procurements exceeding \$2,000 require the approval of the appropriate Executive Director, regardless of source. 2. Office furnishings associated with hiring a new employee for a new established position that is consistent with the design of the existing office will not exceed \$2,000 per new position. The item(s) must be purchased from an approved vendor. 3. The Executive Director of Finance and Program Support may require further justification of a request that appears excessive or unusual.

Forms:	<u>CS-0249, Procurement Request</u>
Collateral documents:	Department of General Services' Purchasing Division, Agency Purchasing Procedures Manual (www.state.tn.us/generalserv/ba01a/topsman.pdf)